

# Sample Request Letter

Please fax your completed request to (317) 234-4449.

If you have any questions regarding this sample letter, please call the Department of Labor at (317) 232-2655.

Date

Indiana Department of Labor  
Attn: Wage & Hour Division  
402 W. Washington Street, Room W195  
Indianapolis, IN 46204

RE: Project Name & Estimated Project Cost

Dear IDOL Representative:

On behalf of the Name of Awarding Agency, City, Indiana, and pursuant to IC 5-16-7-1, we request the appointment of a committee to determine Common Construction Wages for the above referenced project which has a value in excess of one hundred fifty thousand dollars (\$150,000).

The project consists of briefly describe the scope of the project (i.e., renovation, construction, remodeling, etc.)

The following representatives have been appointed and agree to serve on the committee:

Awarding Agency Industry Representative: Name  
Address  
Phone and Fax Number

Awarding Agency Taxpayer Representative: Name  
Address  
Phone and Fax Number

County Legislative Body Taxpayer Representative: Name  
Address  
Phone and Fax Number

\*\*Also include the names, addresses and fax numbers of any Open Door Law requests that you have received (Public Notice) of the meeting.

If you have any questions, please call me at phone number of individual requesting meeting.  
Sincerely,

Your Name  
Your Title